

# I ME Unit Deploym ent POST Program



# CLASSES OF MAIL

- **FIRST CLASS** (13 oz or less)
  - Averaging about 7-10 days for delivery
- **PRIORITY** (Over 13 oz. up to 70 lbs.)
  - Recommended for packages.
  - Average about 7-10 days delivery.
  - FLAT RATE BOX (\$8.95 regardless of weight) (**Great Value**)
  - FLAT RATE ENVELOPE (\$4.60 regardless of weight)
- **PARCEL POST** (Over 2 lbs. up to 70 lbs.)
  - Slowest/Cheapest way to send packages.
  - Average about 8-14 days delivery.
- **NON-POSTAL** (USPS) carriers (i.e., FEDEX, UPS, DHL) are not handled by Military Postal Clerks.

PROPER PACKING IS  
A MUST



# **TIPS FOR PROPER PACKAGING**

- Recommend **NYLON FILAMENT FIBER TAPE OR MAILING TAPE**. Masking and scotch tape are **NOT AUTHORIZED**.
- Place **LIQUID** items such as salsa, lotion and beverages in separate zip lock bags.
- Always use the **SMALLEST** box possible.
- Always use **DURABLE** boxes.
- Use **BUBBLE WRAP/STYROFOAM POPCORN** when sending breakable items.
- Package items **TIGHTLY** to avoid shifting.

# **TIPS FOR PROPER PACKAGING**

- Never send **BULKY** items in an envelope (i.e., Keys, Rings, Dog Tags, and Cassette Tapes).
- Include the **RETURN** and **ADDRESSEES ADDRESS** inside the parcel.
- Address only one side of each parcel being mailed.
- Use **INSURANCE** on packages that contain valuable items going to and from the U.S. and deployment site.

# **CUSTOMS REGULATIONS**

- All mail weighing **OVER 16 OUNCES** must be presented to a post office for mailing.
- All parcels being sent **FROM, TO or BETWEEN** an APO/FPO must bear a customs form.
- To assist customs and prevent damage to your package, include **Lock combination or Keys** when mailing sea-bags, foot lockers etc.
- Custom forms must be filled out in **DETAIL.**

## **MAILING RESTRICTIONS!**

- **OBSCENE MATERIAL** (pictures, magazines, nude or semi-nude).
- Meat Products are prohibited unless accompanied by inspection certificate.
- **No Alcohol.**
- For **additional restriction**, contact your local military post office.
- All packages must be presented at a post office for proper mailing.

# **PERSONAL DEPLOYED ADDRESS**

- | <b>• OFFICIAL</b>    | <b>PERSONAL</b>   |
|----------------------|-------------------|
| • COMMANDING OFFICER | RANK, FULL NAME,  |
| • ATTN:              | UNIT NAME         |
| • UNIT NAME          | UNIT NUMBER       |
| • UNIT NUMBER        | FPO AP 96609-XXXX |
| • FPO AP 96609-XXXX  |                   |

**Never change address**

**Most Important Slide!!!**



# **FREE MAIL**

- **FROM** overseas combat location **TO** the United States **ONLY**.
- **Postcards, Letters and Recorded Communications** (whether sound or video) with the character of personal correspondence.
- Must have a **FROM** and a **TO** address.
- “**FREE**” written in the top right corner.



**FREE Postal Mailing Supplies  
Sent to your home (ask for military  
package) [www.USPS.com](http://www.USPS.com) 1-800-  
610-8734**



**10 Priority Boxes  
10 Mailing labels  
10 US Customs  
Forms  
1 Roll of Bubble  
Wrap**

# Any

## Questions?

- **Military Post Office**

- **725-5769**
- **763-1196**

- **[www.Superletter.com](http://www.Superletter.com)**

- **50 cents per letter (Jan 06)**

- **“We can’t fix it, if we don’t know”**